

WORK EXPERIENCE

U.S. General Services Administration, Office of Congressional and Intergovernmental Affairs

Acting Associate Administrator

March 2018-May 2018

August 2018-Present

- Serve as the chief political advisor to the Administrator of General Services and GSA leadership.
- Manage GSA relationships and outreach to Members of Congress and congressional committees, as well as state and local government officials.
- Oversee GSA's National Congressional Support Program, which provides services to Members' state and district offices including procurement and moving services and office space in GSA controlled buildings.
- Lead GSA's efforts in working with counterparts at the Office of Management and Budget and the Office of Personnel Management to encourage Legislative Branch support for the transfer of OPM's Human Resource Services operations to GSA.

Deputy Associate Administrator

November 2017-Present

- Coordinate GSA's overall legislative outreach efforts and manages the Office of Congressional and Intergovernmental Affairs' policy staff.
- Works to secure funding for agency appropriations priorities, including Federal buildings, courthouses, and land ports of entry.
- Ensure prompt and thorough response to all Congressional inquiries, including those related to technical assistance on legislation, policy or oversight matters, and constituent casework.
- Direct the preparation of all agency witnesses for testimony before Congress.

Policy Advisor

May 2017-November 2017

- Served as lead for Federal Acquisition Service issues before Congress, including by organizing technical assistance feedback on draft legislation, coordinating briefings on topics of interest, preparing witnesses for hearings, and securing support and enactment of the Technology Modernization Fund as part of the Modernizing Government Technology Act of 2017.
- Secured necessary Congressional support to ensure a statutory increase of the Micro-Purchase Threshold for non-Defense agencies and a government-wide increase of the Simplified Acquisition Threshold in the FY 2018 National Defense Authorization Act.
- Served as the agency's primary liaison to the Senate Committee on Homeland Security and Governmental Affairs and the House Committee on Oversight and Government Reform.

U.S. Department of the Treasury, Office of Federal Program Finance

Senior Policy Advisor (Detail)

May 2018-August 2018

- Served on an 80 percent detail to the Department supporting the President's Task Force on the United States Postal Service, pursuant to EO 13829.
- Evaluated the regulatory structure, market, and pricing of the Postal Service's Competitive Product offerings.
- Examined implicit and explicit postal universal service requirements in both domestic and international contemporary contexts.
- Analyzed the state of the Postal Service's business model and developed reform proposals for the nation's postal system.

U.S. House of Representatives, Committee on Oversight and Government Reform*Deputy Staff Director, Subcommittee on Government Operations***January 2015-April 2017***Senior Professional Staff Member***August 2013-January 2015***Professional Staff Member***February 2011-August 2013**

- Managed the Committee's overall legislative portfolio, including assigning staff to legislation, reviewing legislative text, coordinating all materials for business meetings, and overseeing legislative report drafting.
- Led, developed, and advanced the Committee's efforts to reform the Postal Service.
- Authored comprehensive Postal Service reform legislation in three straight Congresses, including the bipartisan H.R. 5714 in the 114th Congress, all of which focused on long-term internal restructuring of the agency.
- Oversaw policy and legislation related to the federal recordkeeping, including authoring legislation in response to recordkeeping failures at the IRS and State Department to better require the preservation of e-mail records.
- Conducted evidence based oversight of numerous federal agencies, including drafting oversight letters and led multiple transcribed interviews of as part of Committee investigations.
- Served as team leader and workload manager for multiple staff, detailees, and interns.
- Prepared the Chairman and Majority members for hearings, markups, and floor action on issues within the Committee's legislative jurisdiction, including matters related to the National Archives and Records Administration, and the United States Postal Service.
- Composed and edited speeches, talking points, and statements for Chairman Darrell Issa (R-CA), Chairman Jason Chaffetz (R-UT), Government Operations Subcommittee Chairman Mark Meadows (R-NC), and other Committee members.
- Directed the Committee's oversight and reform efforts of the U.S. Census Bureau and managed the Committee's investigation into unemployment data falsification at the Census Bureau.
- Wrote "The Postal Reform Act: A Plan for an Affordable, Sustainable Postal Service," an article which appeared in the Notre Dame Law School's Journal of Legislation.

U.S. House of Representatives, Office of Congressman Curt Clawson*Deputy Chief of Staff***July 2014-January 2015**

- Supervised Washington, D.C. office staff, assisted the Chief of Staff in developing office policy, and trained staff on parliamentary procedures, House Rules, and hearing and business meeting preparations.
- Advised the newly-elected Member on all legislative issues and initiatives and managed preparation of materials for votes, hearings, and meetings.
- Approved all constituent mail responses.

U.S. House of Representatives, Office of Congressman Brian Bilbray*Legislative Assistant***September 2009-February 2011***Legislative Correspondent***September 2007-September 2009**

- Prepared Member for hearings in the Committees on Oversight and Government Reform and Veterans' Affairs.
- Advised Member on a policy portfolio, including transportation, defense, federal workforce, and budget issues.
- Drafted multiple pieces of legislation on topics, such as expanding the use of nuclear power, preventing illegal campaign contributions, and granting the Postal Service greater intellectual property licensing flexibility.
- Oversaw the office constituent correspondence program, ensuring the Legislative Correspondent and Staff Assistant responded to constituent legislative concerns in a timely, accurate, and thorough manner.

- Authored all response letters to constituent legislative inquiries, significantly increasing the policy content of replies and reducing the average response time by 75 percent.
- Revolutionized the office constituent mail process, eliminating a 7,000 letter backlog within two months of joining the Congressman's staff, sending out more than 40,000 reply letters to constituents during 2009.

EDUCATION

The George Washington University

July 2009

Master of Professional Studies in Political Management. Public Policy Concentration.

Graduate School of Political Management Fellowship

University of California, Irvine

June 2007

Bachelor of Arts in Political Science. History Minor.

Cum Laude

Phi Beta Kappa, Political Science Honors